



## Early Identification K-2

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A student who might be considered for AIG identification in Kindergarten, First Grade, or Second Grade should be working at a level 1½ to 2 years above grade level. Data collection should occur in both reading and/or mathematics to document the above grade level performance. The data collection documents specific to grade level performance are located in Canvas. Your school's AIG Teacher has access to these documents. The data collection documents specific to the grade level for WGA can be used for K-2 AIG Early Identification.



## Early Identification Procedures for Schools

1. AIG teacher receives the nomination.
2. AIG teacher collects portfolio data to submit to AIG Psychologist.
3. If SBCGE determines a need for referral, AIG teacher sends 1017 (*Prior Notice and Consent for Evaluation*), 1026 (*Parent Checklist*) and *Parent Guide* to the parent and 1025 (*Teacher Checklist*) to classroom teacher.
4. AIG teacher submits *Request for Psychological* (1014 and 1014B) and the following documentation to the AIG Psychologist:
  - a. *Individual Student Profile* (only if previous test results are present)
  - b. A copy of minutes of the SBCGE meeting and any other applicable notes
  - c. A copy of the *Prior Notice and Consent for Evaluation (1017)*
  - d. Portfolio data indicating above grade level performance
  - e. Documents of any previous psychological reports and/or data available
5. Student will be scheduled for testing by AIG Psychologist
6. AIG Psychologist will notify the school of test results
7. Once results are received, SBCGE meets to make recommendations for AIG identification. **Aptitude AND achievement scores must fall at or above the 98%.**
8. AIG teacher creates the ISP in SAGE and notifies AIG Central Services that the ISP has been completed.



**If Identified.....**

9. Once Central Services has approved the ISP, AIG teacher will meet with student's classroom teachers to write an DEP.
  
10. Once DEP is complete, the AIG teacher sends to parent the following documents:
  - a. Copy of the initialed ISP
  - b. Copy of the initialed DEP
  - c. Consent for Services document (#1021) to be signed and returned.
  
11. AIG teacher creates yellow folder with the proper documents, including: Inspection Log, original initialed ISP, original initialed DEP, and signed (1017 and 1021).

**If NOT Identified.....**

9. Once Central Services has completed the Record Review of the ISP, AIG teacher will send parents a copy of the *initialed* ISP and *Evaluation Results Notice to Parents* (1020).
  
10. Verify form 1020 for appropriate parent signature when returned.
  
11. Create a Red Folder including: *Inspection Log*, original *ISP*, signed *Prior Notice and Consent for Evaluation* (1017), and signed *Evaluation Results Notice to Parents* (1020).
  
12. This red folder should be placed in the back of the student's cumulative record.